

<b>COMSCINST 5420.5G</b>	<b>COG CODE N002</b>	<b>DATE 16 JUN 1988</b>
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**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
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WASHINGTON DC 20398-5540

COMSCINST 5420.5G  
M-1  
16 June 1988

COMSC INSTRUCTION 5420.5G

To: The Staff of Commander, Military Sealift Command

Subj: COMSC BOARDS AND COMMITTEES AND STAFF MEMBERSHIP ON  
OTHER BOARDS AND COMMITTEES

Ref: (a) COMSCINST 5420.4A

Encl: (1) Boards and Committees at COMSC Headquarters  
(2) COMSC Staff Membership on Boards and Committees of other Government  
Agencies

1. Purpose. To set forth the organization and duties of boards and committees at COMSC in accordance with reference (a) and to list staff membership on boards and committees of other Government organizations.

2. Cancellation. COMSC Instruction 5420.5F.

3. Contents. Boards and committees are listed as follows:

a. Boards and Committees at COMSC Headquarters

- (1) Information Systems Review Board
- (2) Automated Information Systems User Group
- (3) COMSC Committee on Equal Employment Opportunity
- (4) COMSC Emergency Salvage Board
- (5) Decoration Review Boards
- (6) MSC Habitability Board

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- (7) Executive Management Advisory Committee
- (8) Smart Ship Selection Board
- (9) Occupational Safety and Health Policy Council
- (10) Supervisor's Occupational Safety and Health Committee
- (11) Marine Transportation Intern Resource Board
- (12) Royal Fleet Auxiliary Exchange Program Nomination/Ranking Board
- (13) MSC Contracted Ship Introduction Project Change Control Board
- (14) MSC Civilian Personnel Training Committee
- (15) COMSC Hazardous Cargo Policy Board
- (16) Military Sealift Command Master and Chief Engineer Selection Board

b. Boards and Committees of other Government Agencies having COMSC Staff Membership

- (1) Navy/MARAD Policy Planning Committee
- (2) Military Sealift Command Advisory Board
- (3) International Maritime Organization (*IMO*)
- (4) Committee on New Ocean Transportation Systems
- (5) Equal Employment Opportunity Council
- (6) Department of the Navy Board for Employee Development
- (7) Communication Systems Review Board
- (8) Joint Interservice Support Group (*JISG*)
- (9) Armed Forces Pest Control Board
- (10) Ship Characteristics Board

- (11) Navy/MARAD Design Team
- (12) Navy Metrication Group
- (13) Ship Structure Committee
- (14) Ship Structure Subcommittee
- (15) Technical Advisory Group for Standardization of Shipborne Barges, International Organization for Standardization (*ISO*)
- (16) ASTM Committee F-15 on Shipbuilding
- (17) Radio Technical Committee for Marine Service Executive Committee
- (18) SEAFARERS Health Improvement Program (*SHIP*) Executive Committee
- (19) Navy/MARAD Joint Action Group
- (20) Joint Surface Movement Board
- (21) NATO Planning Board for Ocean Shipping (*PBOS*)
- (22) NATO Civil Sealift Group (*CSG*)
- (23) USTRANSCOM Joint Deployment System (*JDS*) Steering Committee
- (24) US/Canada Integrated Lines of Communication (*ILOC*) Joint Working Group
- (25) Joint Contamination Steering Group

4. Changes. When a Chairperson of a Committee leaves MSC employment, and an Alternate or Vice Chairperson is not provided for, an Acting Chairperson will be named from among the members who will serve until the military billet or civilian position of the former Chairperson is filled. M-11, via M-1, should be notified, by memorandum, as soon as possible, of any changes in Boards and Committees including new assignments or changes to Committee membership outlined in enclosures (1) and (2).

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## BOARDS AND COMMITTEES AT COMSC HEADQUARTERS

### 1. Information Systems Review Board (ISRB)

a. Mission. To serve as the management policy-making body for the development of Automated Information Systems (AIS) within MSC, and to exercise threshold approval authority for AIS development and implementation. The ISRB mission includes the responsibility for the allocation of available ADP financial and personnel resources among the AIS functional sponsors and for final approval of AIS budgets and plans.

#### b. Responsibilities

(1) Establishing management policy relative to the development of AIS within MSC.

(2) Evaluating the recommendations and issues of the AIS Users Group and directing changes to AIS as appropriate.

(3) Acting for COMSC as the level 4 approval authority for AIS development efforts.

(4) Providing executive direction over development and implementation of MSC AIS.

(5) Reviewing and approving the AIS master plan and associated resource planning documents.

(6) Designating Functional Sponsors for AIS.

c. Composition. The ISRB is composed of the following senior management officials:

(1) Vice Commander, MSC (*M-01 - Chairperson*)

(2) Deputy Commander, MSC (*M-02*)

(3) Comptroller (*M-5*)

(4) The Command Information Systems Officer (*CISO*) (*M-8*) (*M-8 serves as a non-voting member/recorder*)

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d. Meetings. The ISRB will meet weekly or whenever called into session by its Chairperson or upon request by any member of the ISRB. The Chairperson will make all final decisions on ISRB business subject to COMSC approval.

## 2. Automated Information Systems User Group (AISUG)

a. Mission. To serve as a forum for the discussion of AIS developments and operational matters and to advise the CISO, and/or the ISRB via the CISO, of any problems which require resolution at a policy level.

b. Responsibilities. The AISUG meetings serve as the means of providing user feedback to the CISO and/or the ISRB via the CISO concerning AIS support throughout the command. Specifically, the AISUG will concern itself with the following:

(1) Discussion of the impact upon users resulting from ADP operations, documentation standards, AIS standard operating procedures, proposed system modifications, budget/funding constraints, or any other matters involving AIS support throughout the command.

(2) Presentation, to the ADP user community, of the current status of the AIS Development Program.

c. Composition. The AISUG will meet monthly and/or whenever called into session by its chairman or his designee. The AIS User Group is composed of, but not limited to:

- |  |             |
|--|-------------|
| (1) Command Information Systems Officer ( <i>M-8</i> )   | Chairperson |
| (2) The AIS Functional Sponsors and Application Development Team ( <i>ADT</i> ) Managers                   | Members     |
| (3) Other user representatives ( <i>including single digit codes or their designated representatives</i> ) | Members     |

## 3. COMSC Committee on Equal Employment Opportunity

a. Composition. The Committee on Equal Employment Opportunity is composed of individual staff members appointed by COMSC. Membership is listed and changes are made periodically by release of a COMSCNOTE in the 12720 series.

b. Staff Advice. The MSC Command and Headquarters Deputy EEO Officers shall serve as advisors to the Committee. Clerical assistance for the Committee's proceedings shall be provided by the EEO office.

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c. Function. The function of the Committee on Equal Employment Opportunity is prescribed in COMSC Instruction 12720.2.

#### 4. **COMSC Emergency Salvage Board and Ship Salvage Team**

a. Composition. The COMSC Emergency Salvage Board is composed of the following:

<b><u>COMSC Representative</u></b>	<b><u>Code</u></b>
Engineering Officer (Chairperson)	M-4E
Deputy Engineering Officer	M-4EX
Director, Technical Division	M-4E4
Operations Officer	M-3T
Deputy Counsel	M-7X

#### **COMNAVSEASYSYSCOM Representative**

Supervisor of Salvage (*designated by respective organizations*) JAG Representative - Director, Admiralty Division

b. Functions. Members of the Salvage Board shall familiarize themselves with COMSC Instruction 54520.2E. Duty in connection with COMSC Salvage Board shall be considered as collateral duty and may involve travel on short notice. Therefore, members should maintain an updated passport/inoculation record.

5. **Decoration Review Boards.** Two Boards consisting of senior officers assigned to the staff will review all recommendations for decorations to COMSC.

#### a. Composition

(1) The Military Decoration Review Board will consist of the following

Senior Watch Officer		Senior Member
Operations Officer	M-3T	Rotating Member
Fleet and Mobility Support Officer	M-3T/FD	Rotating Member
Director of Contracts and Business Management	M-10	Rotating Member
Readiness & Sealift Introduction Officer	M-3R	Rotating Member
Director, Military Personnel/ Security Division	M-25	Permanent Recorder

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(2) The Reserve Military Decoration Review Board will consist of the following:

Senior Watch Officer		Senior Member
Operations Officer	M-3T	Rotating Member
Director, Naval Reserve Division	M-3R2	Rotating Member
Director, Mobility Support Division	M-3T1	Rotating Member
Director, Military Personnel/ Security Division	M-25	Permanent Recorder

b. Functions and Responsibilities. Board members will review recommendations and, based on criteria contained in the Navy and Marine Corps Awards Manual, recommend approval/disapproval of the award cited decoration to COMSC. The recorder will ensure that each Board member is familiar with the criteria for the award recommended, and will perform all administrative functions required to complete actions or other disposition of the recommendations of the Boards. The Reserve Military Decoration Review Board will only review recommendations to COMSC for U.S. Naval Reserve (*USNR-R*) personnel.

## 6. MSC Habitability Board

a. Composition. The MSC Habitability Board is composed of the following:

Operations Officer	M-3T	Chairperson
Director, Fleet Mobility and Support Directorate	M-3T/FD	Member
Readiness & Sealift Introduction Officer	M-3R	Member
Engineering Officer or	M-4E	Member
Director, Ship Design and Construction Division	M-4E2	Member
Force Medical Officer	M-4M	Member
Supply Officer	M-4S	Member
Command Deputy EEO Officer	M-00E	Member
Personnel, Manpower and Management Officer	M-2	Member
Director, Wage & Manning Division	M-23	Advisor

Members shall appoint qualified individuals to represent them at meetings they are unable to attend. Names of individuals thus appointed shall be furnished the Chairperson. The Chairperson will hold meetings semi-annually, or as required, to discuss habitability modifications, which are to be incorporated in new or other ships to be operated by the command.

b. Functions. The functions and duties of the MSC Habitability Board are prescribed in COMSC Instruction 9330.6C.

7. **Executive Management Advisory Committee**

a. Purpose. To provide recommendations to the Commander, Vice Commander, and Deputy Commander, Military Sealift Command on such matters as organization structuring and allocation/reduction of civilian resources.

b. Composition. The Executive Management Advisory Committee is composed of the following:

Personnel, Manpower and Management Officer	M-2	Chairperson
Readiness and Sealift Introduction Officer	M-3R	Member
Operations Officer	M-3T	Member
Engineering Officer	M-4E	Member
Comptroller		M-5 Member
Strategic Mobility Officer	M-6	Member
Director, Contracts and Business Management	M-10	Member
Director, Manpower and Organization Management Division		M-21 Member

Deputy Office Heads/Directorates Heads may serve as alternates as necessary. The Director, Manpower and Organization Management Division (*M-21*) is responsible for planning and coordinating the work of the Committee including control systems, reviews, and reports and for chairing the Committee in the absence of the Personnel, Manpower and Management Officer (*M-2*).

(1) Recommending the allocation of available ceiling spaces.

(2) Recommending ceiling spaces for deletion to comply with mandated endstrength Headquarters reductions.

(3) Recommending approval or disapproval of all proposed Headquarters organization changes.

(4) Studying and recommending solutions to position and grade structure problems.

8. **Smart Ship Selection Board**

a. Composition. The Smart Ship Selection Board is composed of the following:

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Operations Officer	M-3T	Chairperson
Director, Fleet Mobility and Support Directorate	M-3T/FD	Member
Director, Transportation Directorate	M-3T/TD	Member
Director, Training and Safety Division	M-24	Member
Deputy Engineering Officer	M-4EX	Member
Force Medical Officer	M-4M	Member
Supply Officer	M-4S	Member
Deputy EEO Officer	M-00E	Advisor

b. Function. The Smart Ship Selection Board shall review at the end of each fiscal year ships nominated by COMSCLANT and COMSCPAC for “Smart Ship Award” and the “VADM Roy A. Gano Award.” Nominations of ships by these commands is in accordance with COMSC Instruction 5060.6.

9. **Occupational Safety and Health Policy Council**

a. Mission. To provide recommendations on appropriate matters to support the Navy Occupational Safety and Health (*NAVOSH*) Program.

b. Membership. The Council consists of all Office Heads and is chaired by the Vice Commander (M-01).

c. Meeting. The Council will meet quarterly.

10. **Supervisor’s Occupational Safety and Health Committee.** The composition and function of the Supervisor’s Occupational Safety and Health Committee are stated in COMSCINST 5100.19.

11. **Marine Transportation Intern Resource Board**

a. Mission. The objective of the program is to develop personnel who upon completion of the Intern Program will possess the required skills, knowledge, and abilities to perform as Marine Transportation Specialists.

b. Composition. The membership of the Marine Transportation Intern Resource Board is as follows:

Director, Training and Safety Division	M-24	Chairperson
Head, Training Branch	M-241	Non-voting/Advisor/Recorder
Director, Transportation Directorate	M-3T/TD	Member

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c. Function and Responsibilities. The Board provides policy guidance and initiates such action as is necessary for orderly operation of the Marine transportation Intern Program. Specifically, the Board concerns itself with the following:

(1) acts on behalf of COMSC in issuance of program policy,

(2) provides management direction,

(3) monitors program funding,

(4) secures personnel ceiling,

(5) provides guidance on training matters, and

(6) allocates and assigns intern positions based on documented host command needs and total intern billets authorized in the program.

d. The Board will be convened at the call of the Chairperson. Members absent on TDY or leave will designate an alternate to attend in their place.

## 12. Royal Fleet Auxiliary Exchange Program - Nominations/Ranking Board

a. Composition. The membership of the Royal Fleet Auxiliary Exchange Board - Nominations/Ranking Board is as follows:

Director, Training and Safety Division	M-24	Chairperson
Head, Training Branch	M-241	Non-Voting/Advisor/
Recorder		
Readiness and Sealift Introduction Officer	M-3R	Member
Operations Officer M-3T	Member	
Engineering Officer M-4E	Member	

b. Functions and Responsibilities. The Board will review and rank nominations received from eligible personnel from COMSC, COMSCPAC, and COMSCLANT. Final selection will be made by M-00 and M-01 based on these rankings. COMSC Instruction 12410.27B sets forth the policy and procedures of the program.

c. The Board will convene after 10 January and NLT 15 February of each year at the call of the Chairperson.

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13. **MSC Contracted Ship Introduction Project Change Control Board**

a. Purpose. To provide basic guidelines and instructions for implementation of basic policies, organization, and responsibilities for the establishment of the MSC Contracted Ship Introduction Project Change Control Board (*CCB*).

b. Policy

(1) The MSC Contracted Ship Introduction Project Change Control Board is the official agent within MSC authorized to act on proposed changes to MSC contracts for acquisition, charter, and operation of Strategic Sealift ships. Changes include:

(a) engineering changes that affect the contract baseline for acquisition, charter, and operation of the ships;

(b) nontechnical contractual changes;

(c) deviations from contract requirements; and

(d) waivers for inadvertent departure from contract requirements.

(2) Approval of changes shall be a management decision based on determination that the proposed change is necessary to achieve or maintain operational characteristics and readiness, to correct safety deficiencies, or to provide a significant benefit to the Navy. It shall represent the optimal technical approach at an acceptable cost of implementation and support. The decision shall be a thoroughly considered judgment of:

(a) the technical validity of the proposed change,

(b) operational requirements of the ships,

(c) impact of logistic support,

(d) effect on contract schedules, and

(e) availability of funds.

(3) Proposed changes recommended by the CCB will be submitted to the Deputy Commander (*M-02*) for approval. The Contracting Officer, M-10, will enter into negotiations with the contractor on the specific modification resulting from an approved CCB change.

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c. Composition. The CCB shall be composed of the following personnel:

Ship Introduction Program Manager	M-3R/SI	Chairperson
Director, Ship Introduction Division ( <i>or alternate</i> )	M-3R5 or M-3R6	Member
Cognizant Project Manager ( <i>or alternate</i> )	M-3R5 or M-3R6	Member
Director, Mobility Support Division	M-3T1	Member
Engineering Officer ( <i>or alternate</i> )	M-4E	Member
Comptroller ( <i>or alternate</i> )	M-5	Member
Counsel ( <i>or alternate</i> )	M-7	Member
Contracting Officer ( <i>or alternate</i> )	M-10	Member

d. Responsibilities. The responsibilities for the Chairperson are as follows:

(1) Conduct the CCB meetings.

(2) Assure adequate member representation for proper interface. A quorum consists of the Chairperson and two members.

(3) Assure that all CCB members concur/nonconcur on each change presented to the CCB.

(4) Present Board recommendations to the Vice Commander for approval.

(5) Maintain a central file for all change proposals presented to the CCB, action/direction documents, contract modifications, and minutes of each CCB meeting.

#### 14. MSC Civilian Personnel Training Committee

a. Responsibilities. The MSC Civilian Personnel Training Committee responsibilities include assisting, planning, and evaluating the command's civilian personnel training and development programs in accordance with guidelines outlined in CPI 410 and the Service Agreement between MSC and CCPO-WNY. Training efforts will be directed to improving employee efficiency and organizational productivity. The Training Committee is tasked with producing an Activity Training Plan (ATP) that reflects immediate and long range organizational and individual needs. The ATP will include all mandatory training as specified in CPI 410, including training designed to ensure effective performance of official permanent, collateral, or ad hoc EEO duties.

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b. Composition

Vice Commander	M-01	Chairperson
Legislative and Public Affairs Officer	M-00D	Member
Assistant for EEO Matters	M-00E	Member
Flag Secretary	M-00F	Member
Headquarters Secretariat	M-1	Member
Personnel, Manpower, & Mgmt. Officer	M-2	Member
Readiness and Sealift Introduction Officer	M-3R	Member
Operations Officer	M-3T	Member
Engineering Officer	M-4E	Member
Force Medical Officer	M-4M	Member
Supply Officer	M-4S	Member
Comptroller		M-5 Member
Strategic Mobility Officer	M-6	Member
Counsel		M-7 Member
Command Information Systems Officer	M-8	Member
Director of Contracts and Business Management	M-10	Member
Deputy EEO Officer	M-00Ea	Member
Employee Development Specialist	CCPO-WNY	Personnel Advisor

c. Meetings. The Committee shall meet at the call of the Chairperson and submit written reports of its meetings to the Commander for approval.

15. COMSC Hazardous Cargo Policy Board (HCPB)

a. Mission. To serve as the management vehicle for advising the Commander, Military Sealift Command on policies relating to the handling, stowage, and transportation of hazardous cargo on MSC ships.

b. Functions. The HCPB will perform the following functions:

(1) Review the effectiveness of existing MSC policies concerning hazardous cargo, and recommend new or changed policies to resolve problems.

(2) Evaluate issues and proposals brought up by the MSC Area Commands, other Navy or DOD organizations, or commercial contractors.

(3) Participate in planning for new ship acquisitions in regard to hazardous cargo matters.

(4) Review mishap investigations and recommend solutions to operational problems involving hazardous cargo.

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(5) Oversee special studies relating to hazardous cargo policies.

(6) Coordinate with elements of the Navy Department, DOD, Coast Guard, and other agencies and organizations concerned with hazardous cargo and related issues.

(7) Act as an advisory board to COMSC on all matters relevant to hazardous cargo policy in MSC.

c. Composition. The membership of the HCPB consists of the following:

Operations Officer	M-3T	Chairperson
Readiness and Sealift Introduction Officer	M-3R	Member
Engineering Officer	M-4E	Member
Force Medical Officer	M-4M	Member
Supply Officer	M-4S	Member
Counsel		M-7 Member
Director, Contracts and Business Management Office	M-10	Member
Director, Training and Safety Division	M-24	Member
Coast Guard Liaison Officer	M-4E4M	Member

d. Meetings. The HCPB will meet at the call of the Chairperson. Members are to appoint qualified individuals to represent them at meetings they are unable to attend. Written reports of meetings will be forwarded to the Commander via the Vice Commander and Deputy Commander.

16. **Military Sealift Command Master and Chief Engineer Selection Board.** The composition and function of the Military Sealift Command Master and Chief Engineer Selection Board is outlined in COMSCINST 12330.1.

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**COMSC STAFF MEMBERSHIP ON BOARDS AND COMMITTEES OF OTHER  
GOVERNMENT AGENCIES**

1. The following COMSC staff members are designated to serve on permanent committees of other Government agencies.

<b>SPONSOR OR AGENCY</b>	<b>NAME</b>	<b>MSC REP</b>
CNO	Navy/MARAD Policy Planning Committee	M-00 ( <i>Member</i> )
ASN (MRA&L)	Military Sealift Command Advisory Board	M-00 ( <i>Member</i> )
State Department	International Maritime Organization (IMO)	M-00 ( <i>Navy Rep</i> ) M-4M M-3R
CNO	Committee on New Ocean Transportation Systems	M-01 ( <i>Member</i> ) M-3T ( <i>Alternate</i> )
CNO	Equal Employment Opportunity Council	M-00E ( <i>Member</i> )
CNO	Department of the Navy Board for Employee Development	M-2 ( <i>Member</i> )
CNO	Communication Systems Review Board	M-3R1 ( <i>Member</i> )
JCS	Joint Interservice Support Group (JISG)	M-6 ( <i>Member</i> )
SECDEF	Armed Forces Pest Control Board	M-4MC ( <i>Member</i> ) M-3T4 ( <i>Alternate</i> )
CNO	Ship Characteristics Board	M-4E ( <i>Member</i> ) M-3R
CNO	Navy/MARAD Design Team	M-4E2 ( <i>Member</i> )
Department of Navy	Navy Metrication Group	M-4E4 ( <i>Member</i> )
Department of Transportation	Ship Structure Committee	M-4E ( <i>Member</i> )
Department of Transportation	Ship Structure Subcommittee	M-4E4 ( <i>Member</i> ) M-4E2 ( <i>Member</i> ) M-4E41 ( <i>Member</i> )
MARAD	Technical Advisory Group for Standardization of Shipborne Barges, International Organization for Standardization (ISO)	M-4E2 ( <i>Member</i> )
ASTM	ASTM Committee F-25 on Shipbuilding	M-4E2 ( <i>Member</i> ) M-3R
FCC	Radio technical Committee for Marine Service Executive Committee	M-4E5 ( <i>Member</i> ) M-5E5a ( <i>Alternate</i> )
MARAD	Seafarers Health Improvement Program Executive Committee	M-4M ( <i>Member</i> )
CNO	Navy/MARAD Joint Action Group	M-6 ( <i>Member</i> ) M-3R
USTRANSCOM	Joint Surface Movement Board	M-6 ( <i>Member</i> )
MARAD	NATO Planning Board for Ocean Shipping (PBOS)	M-6 ( <i>Member</i> )
MARAD	NATO Civil Sealift Group (CSG)	M-6 ( <i>Member</i> )
USTRANSCOM	USTRANSCOM Joint Deployment System (JDS) Steering Committee	M-6 ( <i>Member</i> )
JCS (J-4)	US/Canada Integrated Lines of Communication (ILOC) Joint Working Group	M-6 ( <i>Member</i> ) M-3Ta ( <i>Member</i> )
JCS	Joint Contamination Steering Group	M-3T4 ( <i>Member</i> )